

**WXED 107.3 FM**  
**316 Sixth Street, Ellwood City, PA 16117**  
**724-201-0515**

**Volunteer Positions**

*I am interested in the following volunteer positions. Turn in to a staff member or mail to above address.*

Name \_\_\_\_\_ Address \_\_\_\_\_  
(please print)  
Phone \_\_\_\_\_ Email \_\_\_\_\_

- Programming** (Help develop and oversee programs)
- Music** (Serves as a music resource, evaluates & manages music library)
- Development** (Promotes fund raising, on-air fund drives, concert bookings & promotions, community partnership, underwriting, major giving, special events, etc)
- Office Work** (Oversee ticket sales for events, work with secretary, filing, phone, etc)
- Member Services** (Takes care of members, pledges receivable, membership data, talks to members, mails thank you's, tracks sponsors renewals, etc)
- Technical** (Equipment, computers, software, etc.)
- Carpentry** (To design, layout, and/or build the upstairs studio as needed. There is still work to be done to complete the studios)
- Electrical** (new lighting and wiring is needed. Make sure everything is safe and effective)
- Receptionist** (Ensuring that messages are received and people are directed to where they need to go.)
- Event Coordinator** (Help make sure special events run smoothly, ticketing, stagehands, setup and take down, food and beverage and clean up.)
- Downtown Farmer's Market Coordinator** (Ensures that we make the most effective use of our weekly/seasonal Farmer's Market appearance)
- Newsletter Staff** (Write and edit articles for newsletter)
- Music Librarian** (Keep the music library organized)
- Citizen Reporter** (Report on local news and events)
- Research** (Find interesting articles, news, people, ideas, etc)
- Newsletter Mailout** (Help with newsletter mailing )
- WXED Historian** (Archive press clippings and photos and all press releases & history)

\_\_\_ **Social Networking** (Make sure Facebook , Twitter, instant messaging, etc are being used most effectively)

\_\_\_ **Technical Trainers** (Teach audio editing, podcasting skills, etc. to others)

\_\_\_ **Pledge Drive Phone Support** (Answer phone during on air fund drive, call and ask for pledges, donations, etc.

\_\_\_ **Outreach** (Staff the WXED table at community events.\_

\_\_\_ **Graphic Design** (design letterhead, work with logo, image, branding, public identification)

\_\_\_ **Website** (work with developing, updating, promoting website to public, etc)

\_\_\_ **Voice Work** (voiceovers, jingles, liners, drops, announcing, bumpers, etc)

\_\_\_ **On Air DJs** ( encouraged but not limited to the following )

- Being able to use sound boards and turntables.
- Having knowledge about musical trends.
- Being creative.
- Having good pronunciation.
- Being self-motivated and proactive.
- Having good communication skills.
- Having high attention to details.

\_\_\_ **Announcers** (Are the radio station's voice and are often the people with whom the public identifies. This person introduces programs and music, reads sponsor copy and public service announcements, and in involved in the overall public presentation of the station.)

\_\_\_ **Copy Writer** (writes commercial and promotional copy in support of the station's sponsors, publicity, programs, editorials, promotional efforts, etc)

\_\_\_ **Traffic Director** (Collects data from other departments in order to prepare a minute-by-minute schedule for the broadcast day. The traffic person is the daily link between the sales department and programming department, keeping up to date sponsor time availability.

\_\_\_ **Sports Director & Assistants** (often handle the play-by-play coverage of local sporting events. Coordinates everything with sports.)

\_\_\_ **Other** (Please list any other talents, gifts, experience, expertise that you might have or are interested in.)